



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT

Division of Economic Support
Bureau of Work Support Programs

**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies**

**FROM: Stephen M. Dow
Policy Analysis & Program Implementation Unit
Work Programs Section**

BWSP OPERATIONS MEMO

No.: 01-38

File: 7130

Date: 06/20/2001

Non W-2 ☐ W-2 ☐ CC ☒

PRIORITY: Medium

**SUBJECT: 2001 CHILD CARE SURVEY - FOR DETERMINATION OF 2002
MAXIMUM RATES**

CROSS REFERENCE: Operations Memo 00-52 (2000 Survey)

DUE DATE: October 12, 2001

PURPOSE

This memo includes the materials and instructions needed to complete the annual child care rate survey.

BACKGROUND

The annual rate survey is required by federal regulations and state administrative rule and is used to establish a level of maximum reimbursable rates for the Wisconsin Shares Child Care program. The 2001 survey to set reimbursement rates for 2002 will be collecting more specific data and prices from licensed child care providers than in the prior years. In an effort to more closely reflect the actual child care market; these changes have been made:

1. The providers' current prices (at the time of this survey) will be collected and used in calculating the maximum reimbursement rate
2. Age specific prices will be gathered on the survey
3. Four age categories will be used in calculating an authorization:
 - a. under age 2
 - b. age 2
 - c. age 3 through 5
 - d. age 6 and older

4. CCRP (the CCPS screen, which records providers' prices,) will be changed to allow entry of providers' rates for these new age groups

MAXIMUM RATES

The county/tribal maximum rates for 2002 will continue to be calculated for two age groups under 2 years old and 2 – 12 years old. The collection of provider prices for more narrow age groups will result in authorization amounts that more closely reflect the provider's actual prices.

SURVEY TOOL

To simplify the survey process and assist you in gathering the necessary information, this document has been divided into these sections:

1. Annual Child Care Rates Survey

This section includes the updated survey and instructions on price collection and price conversion.

2. Reimbursement Rate Determination

Instructions for determining the county/tribal weekly ceiling and the hourly rate. Refer to the enclosed Rate Calculation Instructions for guidelines on how to calculate the county/tribal maximum rate. An example of a completed survey results worksheet is included.

3. Child Day Care Rates Approval Request

Request to approve 2002 reimbursement rates. Return the completed DES-2465 (R. 7/2001) document showing your new 2002 maximum rates, the worksheet showing the determination of the 75th percentile rates, the worksheet showing the conversion calculations performed by your agency, along with any other relevant documents to the address listed below. The Office of Child Care will notify local child care agencies of approved maximum rates by *December 7, 2001*.

4. Programming changes

Highlight of upcoming programming changes to CCRP (Child Care Provider Rate screen) and mass change information. Because of the new programming changes to CARES, providers must return the survey and submit current price information in order to continue to receive reimbursement from Wisconsin Shares Subsidy program.

SURVEY TIMELINES

Survey period	August 1 through September 30, 2001
Survey returned to Office of Child Care.....	October 12, 2001
Approval of Maximum rates	December 7, 2001
Entry of providers rates.....	November 1 to December 28, 2001
Mass change.....	December 29 and 30, 2001

NOTE: DO NOT ENTER ANY 2002 RATES INTO CCPS UNTIL INSTRUCTED BY OCC.

CONTACT

Direct questions about this survey to your Area Administrator or to:

Joan Ellenbecker
Child Care Specialist
Office of Child Care
201 East Washington, Room G100
P.O. Box 7935
Madison, Wisconsin 53707-7935

ANNUAL CHILD CARE RATE SURVEY

The attached survey instrument is to be used by local agencies to collect price information from licensed group and licensed family child care providers. This single survey instrument, issued by the Department of Workforce Development (DWD), represents the movement towards consistency and standardization of the methodology for establishing child care reimbursement rates. **Use of the survey is required.** Exemptions to its use may be granted if a local agency can document that using the survey will create an undue burden on the agency's staff or workload. If it is necessary for your county/tribe to request such an exemption, please send your proposed survey instrument, along with the justifications for the exemption, to OCC for approval before you distribute the survey.

County/tribal child care agencies are to contact licensed child care providers located in the individual county/tribe for this survey. If necessary, the agency should contact the Regional Licensing Office assigned to their county/tribe to request a current directory. The preferred rate of return for this survey is 80% of licensed providers surveyed. Fees from the following types of licensed providers are to be included in the calculation of maximum child care rates:

- Licensed group child care centers, serving at least **three** private paying families, paying the full price for child care during 2001.
- Licensed family child care centers, serving at least **one** private paying family, paying the full price for child care during 2001.
- Licensed child care programs which provide care to children ages 0-6, throughout the year (at least 11 months) and which provide full-time child care, at least 5 days a week and 5 hours per day.

Do not include fees, in the maximum rate calculation, charged by providers who are funded by sources other than fees (e.g., Head Start, 51.437-funded). Providers who do not offer open enrollment (e.g., employer-sponsored programs which serve only employees of the sponsor) are to be excluded from the rate calculation process.

Do Not Survey:

- Regularly Certified and Provisionally Certified child care providers.

The survey shall collect providers' **current** prices. Providers are required to submit written verification of prices that are charged to private pay families. Providers must submit information requested in the rate survey in order to receive public child care funding. Copies of returned individual child care providers' surveys are not required to be sent to the Office of Child Care. These should be kept at the local agency for reference.

ANNUAL CHILD CARE RATES SURVEY - LICENSED GROUP DAY CARE

Personal information you provide on this form may be used for secondary purposes (Privacy Law, s.15.04 (1)(m))

If you receive payments from the Wisconsin Shares Subsidy Program, you must complete and return this survey with your current fee schedule in order to continue receiving payments in 2002.

Dear Child Care Provider,

Each year Wisconsin child care agencies survey all licensed providers to collect information on child care cost and related information. The goal of this survey is to establish accurate market rates for each county and tribe. This price information is used to calculate the annual Maximum County/Tribal Rate for the Wisconsin Shares Subsidy Program as required by DWD 56.06 of the Wisconsin Administrative Code. *The information that you supply will be included when determining the maximum rates for child care subsidy reimbursement for 2002 for your county/tribe. Please return this survey within the given time.*

All prices reported must be those you regularly charge "private-pay families" (i.e., families whose child care services are not subsidized with public funds). Report **current** weekly prices. (**Note:** Beginning with this year's survey, current prices are being collected as compared to previous years' surveys which ask providers to report prices as of a date in the future). Please indicate the prices you charge according to the age categories listed on the following page. Field trip fees, meal fees, transportation fees and material fees, unless incorporated into the weekly price for child care, can not be paid for separately and therefore should not be reported on the survey. Verification of each provider's reported price is necessary in order to accurately calculate the local agency maximum reimbursement rates for licensed family child care providers. *Return this survey along with a copy of your **current** typed or printed fee schedule to:*

The survey must be returned by _____. *Only verified weekly provider prices can be included in the calculation to determine 2002 maximum county/tribal child care reimbursement rates. If you have a registration fee policy, enclose a typed or printed copy of that also. **For providers who are caring for a Wisconsin Shares subsidized child(ren): Failure to submit the completed survey and your current fee schedule will jeopardize future payments from the Wisconsin Shares Subsidy Program.***

Please answer the following questions:

1. Did your child care program serve at least three private-pay child last year? ☐ Yes ☐ No
2. Is your program open at least 11 months per year? ☐ Yes ☐ No
3. Is your program open 5 days/week? ☐ Yes ☐ No
4. Is your program open at least 5 hours each day? ☐ Yes ☐ No
5. Is your licensed day care accredited? ☐ Yes ☐ No.
If yes, please submit a copy of your accreditation certificate.
6. Does your licensed center provide child care for a "targeted population" (e.g., employer-sponsored, Head Start Wrap Around, 51.437, etc.)? ☐ Yes ☐ No.
If yes, does your center also offer open enrollment for the general public? ☐ Yes ☐ No

Continue on the back

Day Care Name:		
Owner/Operator:		
Address of Facility:		Phone:
City:	State:	Zip:
Capacity:		

Please provide price information for each of the age categories below by completing the full-time weekly fee column with the highest full-time price that you charge for that age group (example: you have two prices for the age category of 2 years, report the highest of the two). **If you do not have a weekly fee, please indicate the amount that you charge for privately paying parents for a child who attends your care 50 hours/week.**

Age group	Full-time weekly fee	FOR OFFICE USE ONLY Provider rate for CCRP	FOR OFFICE USE ONLY Provider rate for survey
Under 1 years			
1 year old			
2 years old			
3 years old			
4 years old			
5 years old			

Please indicate the number of hours of school-age care your program offers:

Before school: _____ hours/day

After school: _____ hours/day

If you serve this age group, please indicate your price structure:

Age group	Full-time fee (summer, breaks, etc)			Part-time Fee (before and after school)			OFFICE USE ONLY
	Weekly	Daily	Hourly	Weekly	Daily	Hourly	Provider rate for CCRP
6 years and older							

- I understand that I am required to submit a copy of my current fee schedule in order to be reimbursed for children that are funded by the Wisconsin Shares Program.
- I also understand that, by signing this form, I acknowledge that the fees charged to families utilizing Wisconsin Shares authorizations are the same fees charged to private pay parents.

Signature _____ Date _____

Sample 2002 Rate Survey

SUNSHINE COUNTY

Survey Results Full Time Weekly Prices for Licensed Group Child Care Centers Children Under Age 2 and Children 2-12 Years Old.

Center Name	Center Capacity	Reported Weekly Price Under Age 2 \$	Reported Weekly Price 2-12 Years Old \$
Hush Puppies	80	119	100
Kids Club	40	95	75
Kind Words	60	150	125
Big Hearts	75	130	100
Club House	45	133	95
Cats & Dogs	60	125	87
Sandbox Kids	90	-----	105
Rainbow Center	100	115	90
The Farm	80	99	75
Rockets	100	110	90
Treasure Box	80	130	130
Lets Play	60	155	130
Shooting Star	40	165	125
Like Home	40	95	75
Lets Pretend	40	89	65
Hide & Seek	50	130	100

---- Sandbox Kids does not serve children ages 0-2.

SUNSHINE COUNTY
Licensed Group Child Care
Under Age 2

Center	Reported Weekly Price	Center	Total Number Of
	Capacity/Slots	Slots Available	Under Age 2
A	40	40	\$ 89
B	40	80	95
C	40	120	95
D	80	200	99
E	100	300	110
F	100	400	115
G	80	480	119
H	60	540	125
I	75	615	130
J	80	695	130
K	50	<u>745</u> 75th %	<u>130</u> < Maximum Weekly Ceiling
L	45	790	133
M	60	850	150
N	60	910	155
O	<u>40</u>	950	165
	950	950 slots X 75% = 712.5 = 713 slots	
	===		

Sunshine County Maximum Weekly Ceiling for Licensed Group Child Care: \$130.00 per Week for Children Under Age 2 -- Divisor used is 30. $130/30 = 4.3333$

**Sunshine County Hourly Rate for Licensed Group Child Care:
\$4.33 per Hour for Children Under Age 2**

SUNSHINE COUNTY
Licensed Group Child Care
2-12 Years Old

Center	Center Capacity/Slots	Total Number Of Slots Available	Reported Weekly Price 2-12 Years Old
A	40	40	\$ 65
B	40	80	75
C	80	160	75
D	40	200	75
E	60	260	87
F	100	360	90
G	100	460	90
H	45	505	95
I	80	585	100
J	75	660	100
K	50	710	100
L	90	<u>800</u> 75th %	<u>105</u> < Maximum Weekly Ceiling
M	60	860	125
N	40	900	125
O	80	980	130
P	<u>60</u>	1040	130
	1040	1040 slots X 75% = 780	
	=====		

Sunshine County Maximum Weekly Ceiling for Licensed Group Child Care:
\$105.00 per Week for Children 2-12 Years Old -- Divisor used is 30. $105/30 = 3.5$

Sunshine County Hourly Rate for Licensed Group Child Care:
\$3.50 per Hour for Children 2-12 Years Old.

State of Wisconsin
Department of Workforce Development
Division of Economic Support
Office of Child Care

ANNUAL CHILD CARE RATES SURVEY - LICENSED FAMILY DAY CARE

Personal information you provide on this form may be used for secondary purposes (Privacy Law, s.15.04 (1)(m))

If you receive payments from the Wisconsin Shares Subsidy Program, you must complete and return this survey with your current fee schedule in order to continue receiving payments in 2002.

Dear Child Care Provider,

Each year Wisconsin child care agencies survey all licensed providers to collect information on child care cost and related information. The goal of this survey is to establish accurate market rates for each county and tribe. This price information is used to calculate the annual Maximum County/Tribal Rate for the Wisconsin Shares Subsidy Program as required by DWD 56.06 of the Wisconsin Administrative Code. *The information that you supply will be included when determining the maximum rates for child care subsidy reimbursement for 2002 for your county/tribe. Please return this survey within the given time.*

All prices reported must be those you regularly charge "private-pay families" (i.e., families whose child care services are not subsidized with public funds). Report **current** weekly prices. (**Note:** Beginning with this year's survey, current prices are being collected as compared to previous years' surveys which ask providers to report prices as of a date in the future). Please indicate the prices you charge according to the age categories listed on the following page. Field trip fees, meal fees, transportation fees and material fees, unless incorporated into the weekly price for child care, can not be paid for separately and therefore should not be reported on the survey. Verification of each provider's reported price is necessary in order to accurately calculate the local agency maximum reimbursement rates for licensed family child care providers. *Return this survey along with a copy of your **current** typed or printed fee schedule to:*

The survey must be returned by _____. *Only verified weekly provider prices can be included in the calculation to determine 2002 maximum county/tribal child care reimbursement rates.* If you have a registration fee policy, enclose a typed or printed copy of that also. **For providers who are caring for a Wisconsin Shares subsidized child(ren): Failure to submit the completed survey and your current fee schedule will jeopardize future payments from the Wisconsin Shares Subsidy Program.**

Please answer the following questions:

1. Did your child care program serve at least one private-pay child last year? ☐ Yes ☐ No
2. Is your program open at least 11 months per year? ☐ Yes ☐ No
3. Is your program open 5 days/week? ☐ Yes ☐ No
4. Is your program open at least 5 hours each day? ☐ Yes ☐ No
5. Is your licensed day care accredited? ☐ Yes ☐ No.
If yes, please submit a copy of your accreditation certificate.
6. Does your licensed center provide child care for a "targeted population" (e.g., employer-sponsored, Head Start Wrap Around, 51.437, etc.)? ☐ Yes ☐ No.
If yes, does your center also offer open enrollment for the general public? ☐ Yes ☐ No

Continue on the back

Day Care Name:		
Owner/Operator:		
Address of Facility:		Phone:
City:	State:	Zip:
Capacity:		

Please provide price information for each of the age categories below by completing the full-time weekly fee column with the highest full-time price that you charge for that age group (example: you have two prices for the age category of 2 years, report the highest of the two). **If you do not have a weekly fee, please indicate the amount that you charge for privately paying parents for a child who attends your care 50 hours/week.**

Age group	Full-time weekly fee	FOR OFFICE USE ONLY Provider rate for CCRP	FOR OFFICE USE ONLY Provider rate for survey
Under 1 years			
1 year old			
2 years old			
3 years old			
4 years old			
5 years old			

Please indicate the number of hours of school-age care your program offers:

Before school: _____ hours/day

After school: _____ hours/day

If you serve this age group, please indicate your price structure:

Age group	Full-time fee (summer, breaks, etc)			Part-time Fee (before and after school)			OFFICE USE ONLY
	Weekly	Daily	Hourly	Weekly	Daily	Hourly	Provider rate for CCRP
6 years and older							

- I understand that I am required to submit a copy of my current fee schedule in order to be reimbursed for children that are funded by the Wisconsin Shares Program.
- I also understand that, by signing this form, I acknowledge that the fees charged to families utilizing Wisconsin Shares authorizations are the same fees charged to private pay parents.

Signature _____ **Date** _____

SAMPLE 2002 RATE SURVEY

SUNSHINE COUNTY
Survey Results of full time weekly prices for Licensed Family Child Care
children under age 2 and children 2-12 years old.

Center Name	Center Capacity	Reported Weekly Price Under Age 2	Reported Weekly Price 2-12 Years Old
		\$	\$
Mother Hen	8	100	90
Sunshine Club	8	90	80
Laura's Place	8	110	95
Bean Count	8	115	100
Thumbs Up	8	80	80
Wee Care	8	110	100
Playhouse	8	89	60
Tiny Tots	8	125	100
Small Fries	8	140	110
Kid's Port	8	110	90
Lunch Bunch	8	130	105
Alan's Garden	8	120	99
Dave's Dinosaur	8	95	80
Growing Place	8	99	79
Bear Hugs	8	105	95

SUNSHINE COUNTY
Licensed Family Child Care
Under Age 2

Center	Center Capacity/Slots	Total Number Of Slots Available	Reported Weekly Price Under Age 2
			\$
A	8	8	80
B	8	16	89
C	8	24	90
D	8	32	95
E	8	40	99
F	8	48	100
G	8	56	105
H	8	64	110
I	8	72	110
J	8	80	110
K	8	88	115
L	8	<u>96</u> 75th %	<u>120</u> < Maximum Weekly Ceiling
M	8	104	125
N	8	112	130
O	<u>8</u>	120	140
	120 ===	120 slots X 75% = 90 slots	

Sunshine County Maximum Weekly Ceiling for Licensed Family Child Care:
\$120.00 per Week for Children Under Age 2

Divisor used is 30. 120/30 = 4

Sunshine County Hourly Rate for Licensed Family Child Care:
\$4.00 per Hour for Children Under Age 2

SUNSHINE COUNTY
Licensed Family Child Care
2-12 Years Old

Center	Center Capacity/Slots	Total Number Of Slots Available	Reported Weekly Price 2-12 Years Old
A	8	8	\$ 60
B	8	16	79
C	8	24	80
D	8	32	80
E	8	40	80
F	8	48	90
G	8	56	90
H	8	64	95
I	8	72	95
J	8	80	99
K	8	88	100
L	8	<u>96</u> 75th %	100 < Maximum Weekly Ceiling
M	8	104	100
N	8	112	105
O	<u>8</u>	120	110
	120	120 slots X 75% = 90 slots	
	===		

Sunshine County Maximum Weekly Ceiling for Licensed Family Child Care:
\$100 per Week for Children 2-12 Years Old

Divisor used is 30. $100/30 = 3.3333$

Sunshine County Hourly Rate for Licensed Family Child Care:
\$3.33 per Hour for Children 2-12 Years Old

REIMBURSEMENT RATE DETERMINATION

To establish the most accurate rate possible, we encourage an 80% return rate for the annual survey. Once the completed surveys have been returned, begin calculating the county/tribal maximum reimbursement rate.

When determining the 2002 hourly rates for four (4) types of child care providers (licensed group, licensed family, regularly certified, and provisionally certified), counties and tribes shall collect price information from licensed group and licensed family child care providers. When necessary, convert the price information into a weekly price and establish where the county or tribal 75th percentile weekly ceiling falls. For licensed child care providers, maximum weekly ceilings shall be set to ensure that 75 percent of the day care slots in licensed group and licensed family child care can be purchased.

Local agencies then need to convert these weekly ceilings into hourly payment rates. Regularly certified and provisionally certified child care hourly rates will be a percentage of licensed family child care hourly rates or weekly ceilings. Counties and tribes will use standard survey methods, conversion formulas, payment policies, and payment units established by the state. Maximum rates shall be set annually for reimbursement of child care provided by authorization, as stated in DWD 56.06.

Instructions for determining the weekly ceiling for licensed providers and the hourly price for each provider type:

1. For licensed group child care providers, list center, center capacity, total number of slots available and price for each age group, from lowest to highest weekly price. If more than one price is given within an age grouping (under age 2) or (2-12), use the highest weekly price reported. If an hourly price is reported, multiply this price by 50 hours to determine a weekly price. **NO SIBLING PRICES ARE TO BE USED.**
2. Add the center capacity column to find the total capacity for all centers. Multiply the total by .75. The result is the 75th percentile. Draw a line under the total number of slots available where the 75th percentile is covered and under the corresponding weekly price. This is the weekly ceiling (maximum weekly price) or the rate at which 75 percent of the licensed slots can be purchased.
3. Divide the weekly ceiling (where the 75th percentile falls) by 30, 35, or 40 hours (the divisor) to determine an hourly rate. The divisor number used for this calculation is to be determined by the local agency. The local agency has the best information regarding which of these three numbers will most closely reflect the market practice within their community. This hourly rate is a higher hourly rate in order to cover the costs of part-time care. When authorizing to licensed child care providers, if the number of hours authorized is equal to or greater than the agency divisor, the payment is reflecting full time child care. After the calculation, this hourly rate will be used when beginning the authorization process.
4. Repeat this procedure for licensed family day care. (A different divisor may be chosen for licensed group and licensed family hourly payment rate calculations if the market so indicates.)
5. Set regularly certified provider rates at 75 percent of the licensed family hourly rate or at 75% of the licensed family weekly ceiling, and then divide by the divisor which best reflects the market rate for regularly certified child care.
6. Set provisionally certified provider rates at 50 percent of the licensed family hourly rate or at 50% of the licensed family weekly ceiling, and then divide by the divisor which best reflects the market rate for provisionally certified child care.

CHILD DAY CARE RATES APPROVAL REQUEST

After you have established the maximum rates for your county; use those numbers to complete the Child Day Care Rates Approval Request form that is included in this memo. This information must be returned to OCC by **Oct 12, 2001**. These rates will be entered into the CARES system by OCC staff as your county/tribe 2002 maximum rates.

PROGRAMMING CHANGES

It is planned that in the early part of November 2001, the Child Care Provider Rates screen (CCRP) will be change to accommodate entering individual provider rates for the four new age categories. You will be able to calculate the maximum prices for these new age categories by following the instructions on the survey.

A conversion to using all four categories when calculating authorizations will occur the weekend of the annual mass change, which is scheduled to occur the weekend of December 29 and 30, 2001.

NOTE: The new CCRP screen with the four age categories will need to be completed for all provider locations that have authorizations spanning December 30, 2001 with the provider rate that will be in effect on December 30, 2001.

2002 RATE EFFECTIVE DATES IN CARES

Provider rates for the year 2002 must be entered by close of business on December 28, 2001. Enter provider rates for 2002 on screen CCRP with an effective begin date of December 30, 2001. Since provider rates can be entered at any time with future effective begin dates, we recommend that local agencies allow sufficient time for this data entry and begin well in advance of this deadline.

The county/tribal maximum rates will be entered into table TCMX by the state with an effective date of December 30, 2001.

The annual mass rate change will occur the weekend of December 29 and 30, 2001. All authorizations entered after the above date will be calculated using the county/tribal maximum rates and provider prices for the year 2002.

More information will be sent on the annual mass rate change this fall.

INSTRUCTIONS FOR CONVERTING RATES REPORTED BY CHILD CARE PROVIDERS

Weekly ceilings and hourly rates will continue to be determined for four (4) categories of licensed care:

- Licensed group (under age 2)
- Licensed family (under age 2)
- Licensed group (2-12 years old)
- Licensed family (2-12 years old)

RATE CALCULATIONS

If the provider reports more than one weekly price for full-time child care within an age category, the highest reported weekly price is to be used when calculating the 75th percentile for that type of care.

If a provider does not have a weekly price, the provider should report a price that s/he would charge for a child who is in care for 50 hours/week. If the provider does not report a weekly price, multiply the hourly price by 50. If several hourly prices are reported, choose the highest price within that age category (0 to 2 and 2 to 12).

Example:

Age group	Full-time weekly price	Provider price for CCRP	Provider price for survey
Under 1 years	\$185	Choose highest price: \$185	Choose highest price: \$185*
1 year old	\$175		
2 years old	\$165 (<2.5 yrs) \$150 (>2.5 yrs)	Choose highest: \$165	Choose highest price: \$165*
3 years old	\$155	Choose highest: \$155	
4 years old	\$145		
5 years old	\$135		

*These are the prices that will be used when calculating the 75th percentile price for the calculation of maximum reimbursement rates.

School age care:

Age group	Full-time Price (summer, breaks, etc)			Part-time Price (before and after school combined)			OFFICE USE ONLY
	Weekly	Daily	Hourly	Weekly	Daily	Hourly	Provider price for CCRP
6 years and older	---	\$25	\$3	\$70	\$15	\$3	\$25 x 5 = \$125

School-age rates do not usually have an effect on the survey because the care for a two year old costs more than care of a child who is 6 years or older.

Calculating provider price for CCRP for 6 years and older:

- ❖ Full-time price
 - 1) Use WEEKLY price if available
 - 2) If there is no weekly price, use DAILY price. Multiply the daily price by 5.
 - 3) If there is no daily price, use HOURLY price. Multiply the hourly price by 50.
- ❖ If no full-time price, use PART-TIME price:
 - 1) Use WEEKLY price if available
 - 2) If there is no weekly price, use DAILY price. Multiply the daily price by 5.
 - 3) If there is no daily price, use HOURLY price. Multiply the hourly price by 20.

LICENSED PROVIDER RATE

To determine the hourly rate for licensed child care divide the weekly ceiling (as determined by the 75th percentile price) by 30, 35 or 40 hours. This "divisor" is chosen by your local agency and should reflect the market practice within your community. For example, if the hourly price for part-time care is generally much higher than the hourly price for full-time care, it may be appropriate to choose the number 30 as the divisor. If the hourly prices for part-time care and full-time care are relatively close, then market practice would indicate that the divisor should be 35 or 40.

Different divisors may be chosen for each of the four categories of care if the market so indicates. The divisors used should be indicated on the Request For Approval Of Child Day Care Rates.

- The weekly ceiling increase of 10% is used during the reimbursement calculation for Accredited Child Care Providers.

CERTIFIED PROVIDER RATE:

Option 1:

Regularly certified child care = 75 percent of the licensed family child care hourly rate for each age group.

Provisionally certified child care = 50 percent of the licensed family child care hourly rate for each age group.

Examples:

Licensed Family Day Care:		Divisor = 30
Age category	Hourly Rate	Weekly Ceiling
0-2 years	\$4.00	\$120
2-12	\$3.33	\$100

Regularly Certified:		Divisor = 30
Age category	Hourly Rate	Weekly Ceiling
0-2 years	$\$4.00 \times 75\% = \3.00	Not calculated
2-12	$\$3.33 \times 75\% = \2.50	Not calculated

Provisionally Certified:		Divisor = 30
Age category	Hourly Rate	Weekly Ceiling
0-2 years	$\$4.00 \times 50\% = \2.00	Not calculated
2-12	$\$3.33 \times 50\% = \1.67	Not calculated

Option 2:

Regularly certified child care = multiply the licensed family weekly ceiling by 75% for each age group, determine the local market divisor, and calculate the hourly payment rate for each age group.

Provisionally certified child care = multiply the licensed family weekly ceiling by 50% for each age group, determine the local market divisor, and calculate the hourly payment rate for each age group.

Example:

Licensed Family Day Care:		Divisor = 30
Age category	Hourly Rate	Weekly Ceiling
0-2 years	\$4.00	\$120
2-12	\$3.33	\$100

Regularly Certified:		Divisor = 35
Age category	Hourly Rate	Weekly Ceiling
0-2 years	Licensed Family Weekly Ceiling: \$120 x 75%=\$90/35 = \$2.57	Not calculated
2-12	Licensed Family Weekly Ceiling: \$100 x 75%=\$75/35 = \$2.14	Not calculated

Provisionally Certified:		Divisor = 35
Age category	Hourly Rate	Weekly Ceiling
0-2 years	Licensed Family Weekly Ceiling: \$120 x 50%=\$60/35 = \$1.71	Not calculated
2-12	Licensed Family Weekly Ceiling: \$100 x 50%=\$50/35 = \$1.43	Not calculated

CERTIFICATION RATES – CALCULATION EXAMPLE

(Using different divisors)

SUNSHINE COUNTY PAYMENT RATES

Licensed Group Day Care:		Divisor = 30
Age category	Hourly Rate	Weekly Ceiling
0-2 years	\$4.33	\$130
2-12	\$3.50	\$105
Licensed Family Day Care:		Divisor = 30
Age category	Hourly Rate	Weekly Ceiling
0-2 years	\$4.00	\$120
2-12	\$3.33	\$100

Option 1:

Regularly certified child care = 75 percent of the licensed family child care hourly rate for each age group.

Provisionally certified child care = 50 percent of the licensed family child care hourly rate for each age group.

Certified Divisor = Licensed Family Child Care Divisor (30)

Regularly Certified Child Care		Provisionally Certified Child Care
0-2 Years old	\$3.00 ($\$4.00 \times 75\% = \3.00)	\$2.00 ($\$4.00 \times 50\% = \2.00)
2-12 Years old	\$2.50 ($\$3.33 \times 75\% = \2.50)	\$1.67 ($\$3.33 \times 50\% = \1.67)

Option 2:

Regularly certified child care = 75% of the Licensed Family Child Care Weekly Ceiling divided by the local market divisor for Regularly Certified Child Care

Provisionally certified child care = 50% of the Licensed Family Child Care Weekly Ceiling divided by the local market divisor for Provisionally Certified Child Care

Certified Divisor = 35

Regularly Certified Child Care		Provisionally Certified Child Care
0-2 Years old	\$2.57 ($\$120 \times 75\% = \$90/35 = \2.57)	\$1.71 ($\$120 \times 50\% = \$60/35 = \1.71)
2-12 Years old	\$2.14 ($\$100 \times 75\% = \$75/35 = \2.14)	\$1.43 ($\$100 \times 50\% = \$50/35 = \1.43)

Note: Local agency determines divisor for both Regular and Provisional care

REQUEST FOR APPROVAL OF CHILD DAY CARE RATES

Completion of this form meets the requirements of Wisconsin Statutes, S. 49.155 (6), and DWD 56.06 of the Wisconsin Administrative code.

Name of County/Tribe		Effective Date of New Rate: January 1, 2002	
Rate of Return Licensed Group:		Rate of Return Licensed Family:	
1. Licensed Group Child Care	Divisor:	Hourly Rate	Weekly Ceiling
a) Under Age 2		\$	\$
b) 2 – 12 Years Old		\$	\$
2. Licensed Family Child Care	Divisor:	Hourly Rate	Weekly Ceiling
a) Under Age 2		\$	\$
b) 2 – 12 Years Old		\$	\$
3. Regularly Certified Child Care	Divisor:	Hourly Rate	
a) Under Age 2		\$	
b) 2 – 12 Years Old		\$	
4. Provisionally Certified Child Care	Divisor:	Hourly Rate	
a) Under Age 2		\$	
b) 2 – 12 Years Old		\$	

Counties and Tribes may authorize child care reimbursement in excess of the weekly ceiling on a **case by case** basis if payment is for 50 or more hours of child care, or if other extenuating circumstances are involved within the case.

Counties and Tribes may authorize child care reimbursement in excess of the hourly rates or weekly ceilings on a case by case basis if payment is for a child with a special need.

Note: Be sure to indicate your county/tribe and the divisor used for each provider category.

****Attach survey results and methods used to establish rates.**

Submitted By: (print)		Signature	
Title	Date	Telephone ()	

OFFICE OF CHILD CARE REVIEW

Child Day Care Rates Are: <input type="checkbox"/> Approved, effective: 1-1-02 <input type="checkbox"/> Disapproved	
Comments	
Signature _____, Office of Child Care	Date